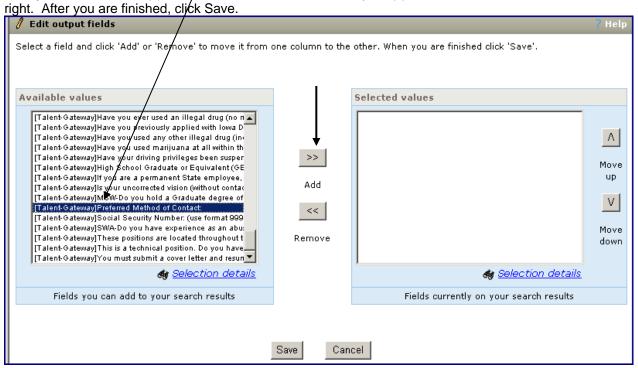
Sending Communications to Applicants in BrassRing

The first step is to identify how the applicants in your req folder prefer to be contacted. Do this by displaying their preferred method of contact choice. From within a Req folder, click the Edit output fields button.



Locate the Preferred Method of Contact field in the Available values box on the left side of the screen and select it. You can select more than one field by holding the control key while you make your selection. After you select the field(s), click the >> button to move the option(s) to the Selected values box on the



You can now sort by Preferred Method of communication to put all of the applicants who prefer the same type of correspondence together to send their notices at the same time. This is important because we have allowed applicants to choose the best method for us to communicate with them. To sort by Preferred Method of contact, click on the column title that says Preferred Method of contact. <

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pe pe	(click to update)	HR status date	Updated by	Last codes	Preferred Metho
<u>kternal</u>	Qualified	14-Jan- 2006	Integration,System	1BR,Candidate_Upload,LEGACY,SAIWD	*
RE- ntered	Qualified	30-Oct- 2006	MATCHINSKY,VELMA	86406,1BR	US Postal Service
<u>xternal</u>	Qualified	08-Jan- 2007	COSTANZO,MIKE	1BR,Candidate_Upload,LEGACY,WBOSA	No
<u>xternal</u>	Qualified	28-Jul- 2006	COSTANZO,MIKE	1BR,Candidate_Upload,LEGACY,WBOSA	respo
<u>xternal</u>	Qualified	29-Aug- 2006	MATCHINSKY,VELMA	1BR,Candidate_Upload,LEGACY,WBOSA	US Postal Service
<u>xternal</u>	Qualified	18-Dec- 2006	MATCHINSKY,VELMA	OTHER	E-mail

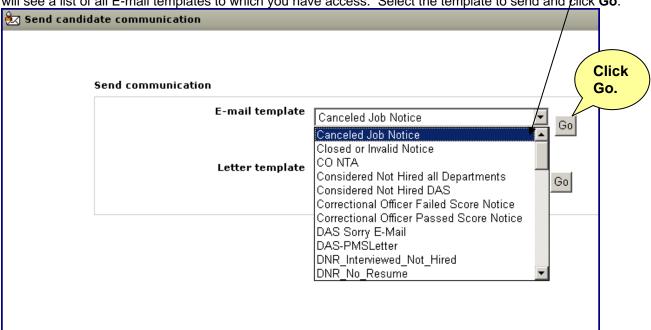
In the above example, some applicants do not have anything listed in the Preferred Method column. These applicants were uploaded from the old system (open class applicants) so they would be considered US Postal Service applicants. After sorting the records as described above, all applicants who prefer E-mail will be together and all applicants who prefer US Postal service will be together.

Sending E-mail communications to applicants

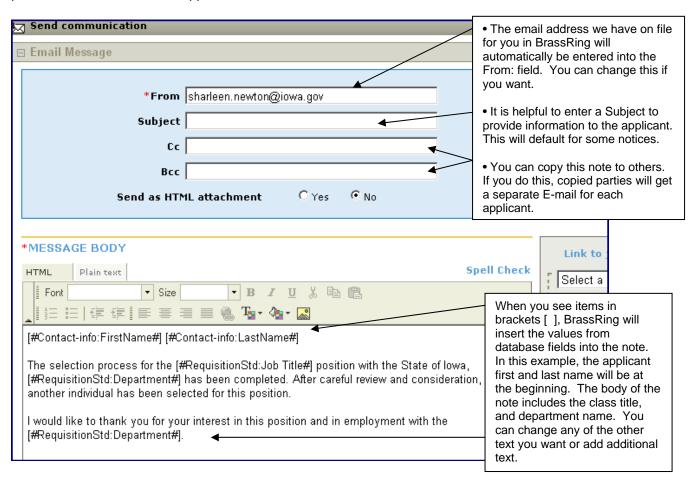
To send the E-mail notice to all applicants who prefer E-mail, check the box to the left of the name of each applicant whose preferred method of contact is E-mail. Then click the Send communication link in the left nav bar.

Actions	<< Back	See req details	Selected ca
ধ View	15 🗸	Rardin	hristopher
Update same status	1610	Woody, H	arveγ
communication Print	17 🗹	Heavilin,	<u>Aaron</u>
Forward via e- mail	18 🗹	Boner, Mi	<u>chael</u>
	19 🗹	Meyer, Ma	aria
	20 ☑	Eaves, Ph	illip
	21 🗹	Hill, Jacob	!
	22 🔽	Parks, Do	n
	23 🗸	Garmoe,	Willard
	24 ☑	Daque, H	eather eather

To choose the E-mail template you want to send, click the down arrow in the E-mail template box. You will see a list of all E-mail templates to which you have access. Select the template to send and click **Go**.



Most E-mail templates have been set up to automatically include some data base fields which will personalize the notice to the applicant.

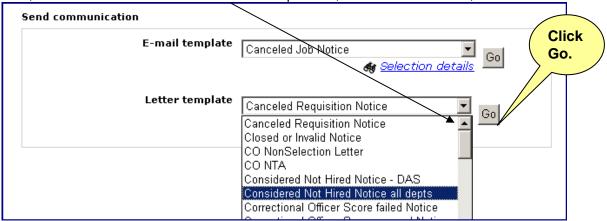


At the bottom of the screen, BrassRing will show the email addresses of all applicants selected to get this note. If there are any problems with a particular recipient, you will see a red flag to the left of the

applicant's name. This means that something is missing for this applicant, either a correct email address or one of the required values needed for the message. Just remove the check next to that applicant's name because that email cannot be sent. Remember the applicant(s) whose name(s) you deselected because you will need to send a letter instead of the E-mail. If you want to preview the note being sent, click the **Preview** button at the bottom of the screen. That will show the note with all of the database information inserted. To go back to the screen after previewing the note, close the preview window. You can then either change the note, send it (click **Send**) or cancel (click **Cancel**).

Sending written communications to applicants

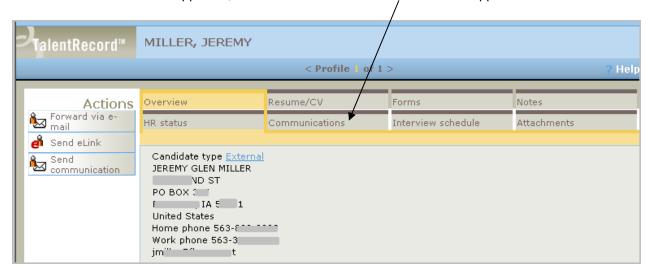
Written communications are sent in much the same way as E-mail communications. To choose a written notice, click the down arrow next to the Letter template list, select a letter to send, and click **Go**.



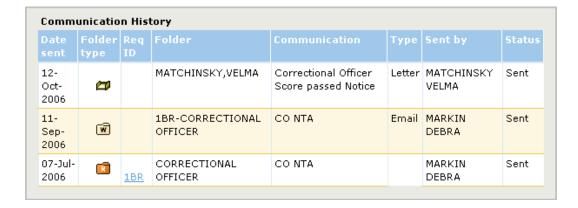
At the first screen, click **Continue**. At the next screen you will see the Generate letter now option selected. Click **OK**. You will then see the letter with the database fields filled in. There is a separate page for each applicant whose record has been selected to receive this communication. You can change this letter but it is important to note that each applicant letter is a separate document and you will have to make the same change to each document. (This is unlike the E-mail where you only have to make the change once.) These letters will appear inside a browser window. To print the letters, click File > Print at the top of the window. The letters will be printed at your default printer. When finished, close the browser window by clicking the **X** at the top right of the window. You will be given the option to save. Click No (unless you want to save them).

Verifying that communications were sent

All communications sent through BrassRing are logged in the applicant record. To see the communications sent to an applicant, click on the Communications tab on the applicant's Talent Record.



Below is an example of an applicant Communication History screen. You will see the name of the communication, Type (letter or E-mail), Sender, Date sent, and Status. Please note that you will not be able to see the content of the notice you sent unless you either save the letter in a separate place or you send yourself a copy of the email and save it. BrassRing does not store the content of communications, only the fact that it was sent.



Personalized E-mails and Letters

We have begun working with individual departments to develop E-mail and letter templates to specifically meet your individual needs. These include using department letterhead and specific wording. Tammy Mohning and Mike Costanzo will be happy to work with you on these notices.